

Board of Zoning Appeals – Variance Application



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Please complete the following form and submit all requested material with your application. Materials submitted as part of this application are retained as part of the public record for this case. Applicants are encouraged to keep a copy of all materials for their own records.

Property and Owner Information		STAFF USE ONLY
PROPERTY ADDRESS – OR PARCEL NUMBER(S) IF NO ADDRESS		FILE INFORMATION
Applicant Contact Information		
APPLICANT NAME		RECEIVED AMOUNT / CHECK #
APPLICANT ADDRESS		
PREFERRED CONTACT METHOD	APPLICANT EMAIL	CASE NUMBER (S)
<input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED	APPLICANT PHONE	MEETING DATE

Please attach an extra page should you need more space to answer any of the questions. Remember to attach the owner's affidavit along with any required plans to your application.

Plot Plan Requirements and Elevation Drawings

In addition to the completed application, please provide a digital PDF or (2) copies physical paper plans (*11x17 preferred*) illustrating the following requirements:

1. The property boundaries and dimensions of the entire lot.
2. Elevation drawings illustrating the height and façade measurements.
3. The size, location, and dimensions of all existing and proposed structures
4. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces and landscaping.
5. The relationship of the requested variance to the standards set by the Zoning Ordinance.
6. The use of land and location of structures on adjacent property

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Supporting Application Questions and Materials

Please describe the facts upon which this appeal or application are based on the following pages. You may attach an additional sheet of paper if more room is needed.

I/we hereby request the Board of Zoning Appeals to authorize issuance of a Zoning Certificate for:

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List and describe all types of easements and other restrictions recorded with Miami County, which concern this appeal or application:

If any previous appeal or application has been filed in connection with this property, state date or dates:

Description of Property and Nature of Variance

The nature of the variance, i.e., including the specific provisions of the Zoning Ordinance from which the variance is requested.

Description sufficient to identify the property, including a reference of the volume and page of the last recorded deed or plat, if address or parcel ID are not available.

Statement of special circumstances or conditions applying to the land or structure, but not applying generally throughout the Zoning District.

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Statement showing that those special conditions and circumstances do not result from the actions of the applicant.

Statement showing that the granting of the variance is necessary to the preservation and enjoyment of substantial property rights.

In your own words, please **clearly describe** the request to which you are seeking approval ***in detail*** below. (If there is not enough space, please attach a separate sheet of paper describing your request.)

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Standards for Variances

In granting a variance, the Board of Zoning Appeals shall prescribe appropriate conditions and safeguards to maintain the intent and spirit of the zoning district in conformity with this Zoning Ordinance. Variances granted shall be the *minimum* necessary relief to alleviate the hardship.

In each specific case, the Board of Zoning Appeals shall determine existence of a practical difficulty by considering the following factors:

1. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;
2. The conditions upon which an application for a variance is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification;
3. The purpose of the variance is not based exclusively upon a desire to increase financial gain;
4. The alleged difficulty or hardship is caused by this ordinance and has not been created by any persons presently having an interest in the property;
5. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property or improvements in the neighborhood in which the property is located;
6. The proposed variance will not impair on adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.
7. The Zoning Board of Appeals may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards established in this section and the objective of this ordinance.

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Property Owner Affidavit

Property and Application Information

Property Address of Parcel Number(s) Associated with Application	Case # Associated
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Applicant's Printed Name or Company	Applicant's Phone
Applicant's Signature	Date

Property Owner(s) Affidavit - Owner(s) signatures must be notarized.

I (we), _____
Owner(s) Printed Name

hereby certify that I (we) are the owner(s) of the above property. I (we) attest to the accuracy and truthfulness of the statements and any exhibits provided on this application to be true to the best of my (our) knowledge. We understand that our application will be considered and processed in accordance with the regulations set forth by the Village of Covington Zoning Ordinance. I (we) understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I (we) authorize the Village of Covington to place a Public Hearing Notification sign on the property as needed during the proceedings of this hearing.

Owner Signature #1	Date	Owner Signature #2	Date
Owner #1 Printed Name		Owner #2 Printed Name	
Owner #1 Mailing Address	Owner #2 Mailing Address		
Owner #1 Phone	Owner #2 Phone		

Subscribed and sworn to before me on this _____ day of _____, 2_____.

Notary Stamp

Notary Public Signature

My Commission Expires

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